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20 August 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM: Stanley M. Moskowitz
Director of Training and Education

SUBJECT: Weekly Report

25X1 * 1. The pilot running of Leading People in CIA for GS 7 - 10 managers was conducted 12-14 August. Of the 17 students attending, 9 were from the DA (OP/OMS/OIT/OTE/OC) and 8 from DO/IMS. Particular highpoints as noted by the students were the feedback they received through the MSP (Management Skills Profile) and the roleplay exercises involving motivation and performance problems. Some of the special problems this group faces include supervising large numbers of people (30 employees for one supervisor), training young employees in the realities of work requirements and coping with conflicting orders from the many layers of managers above them. [redacted]

25X1 * 2. On 18 August a pre-course orientation was held at the Chamber of Commerce Building for the twelve senior officers who will attend the Hurricane Island Outward Bound Executive Development Program scheduled for 20-27 September 1987 in Rockland, Maine. Two representatives from Outward Bound briefed on the program designed for Agency officers. Four Agency participants from the first running of the Maine Outward Bound program held last October were present to give guidance and answer questions from their own experiences. Attendance in the September running by Directorate will be: DCI Area -3, DI-3, DA-3, DO-2, DS&T-1. Twelve is the maximum number of participants. [redacted]

25X1 3. An instructor, [redacted] from OTE's Language Training Division will conduct oral proficiency tests in Japanese at the Wharton Business School at their invitation in early September. [redacted] will also observe classes and meet with Japanese faculty members to exchange ideas on teaching methods. [redacted]

25X1 4. Response to publicity on the Agency Off-Campus Program is strong. Last week an Employee Bulletin, posters and tent cards were distributed. In addition, OTE is advertising the program on the Headquarters TV grid and will send out a Special Bulletin to Training Officers. The Fall Semester begins the week of 7 September. Twenty-eight courses will be offered. Registrations will take place on 27 August in the Headquarters Auditorium. [redacted]

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SUBJECT: Weekly Report

25X1 5. The Contract Process Course ended a successful two-week run on 14 August. Jim Hirsch, ADDS&T; John Ray, D/OL; and Stan Moskowitz, D/OTE participated in a discussion the final evening. Students indicated that the course had a high degree of relevance and utility. [REDACTED]

25X1 6. The DCI has accepted OTE's invitation to be the keynote speaker at the Career Trainee graduation ceremony on 2 October. [REDACTED]

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18 August 1987

MEMORANDUM FOR: Director of Training and Education

FROM: [REDACTED]

Acting Chief, Leadership Development Division

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SUBJECT: LDD Weekly Report 10 - 14 August 1987

conducted 12-14 August

1. The pilot running ~~August 12-14~~ of Leading People in CIA for GS 7 - 10 managers was ~~enthusiastically received with an overall rating of 4.8.~~ Of the 17 students attending, 9 were from the DA (OP/OMS/CIT/OTE/OC) and 8 from DO/IMS. ~~(the DA and IMS have the bulk of managers in this grade range).~~ Particular highpoints as noted by the students were the feedback they received through the MSP (Management Skills Profile) and the roleplay exercises involving motivation and performance problems. Some of the special problems this group faces include supervising large numbers of people (30 employees for one supervisor), training young employees in the realities of work requirements and coping with conflicting orders from the many layers of managers above them. [REDACTED] chaired the course with [REDACTED] instructing the different segments. [REDACTED]

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2. On 18 August a pre-course orientation was held at the Chamber of Commerce Building for the twelve senior officers who will attend the Hurricane Island Outward Bound Executive Development Program scheduled for 20 - 27 September 1987 in Rockland, Maine. Two representatives from Outward Bound briefed on the program designed for Agency officers. ~~They also provided guidance on what to bring in the way of clothing and equipment and how to prepare for the Outward Bound experience.~~ Four Agency participants from the first running of the Maine Outward Bound program held last October were present to give guidance and answer questions from their own experiences. Attendance in the September running by Directorate will be: DCI Area -3, DI-3, DA-3, DO-2, DS&T-1. Twelve is the maximum number of participants. [REDACTED]

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SUBJECT: LDD Weekly Report 10 - 14 August 1987

25X1 4. Decisionmaking/Problem Solving for Managers was held 11 - 13 August for 18 managers. Dr. Robert Velk of Cognitive Science Corporation will be offering at least four runnings of this intensive elective for managers during FY-88. [] from STI/ITD and [] of MTB attended the program. They gave it extremely high marks and recommend that OTE train trainers in the program. []

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25X1 5. The first Counseling Skills for Managers course ran 17 - 18 August. The initial running is a two-day version of the course that is scheduled for at least seven runnings in an intense three-day version for FY-88. Of the 13 confirmed students, 5 dropped out or did not show. []

25X1 6. [] will present Negotiation Skills for Managers 26 - 27 August. New case studies and exercises will give managers at all levels a challenging two-day introduction to this important skill. There are a couple student seats available if OTE managers are interested in attending. []

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17 August 1987

MEMORANDUM FOR: Director of Training and Education

FROM: [REDACTED]

Chief, Language Training Division

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SUBJECT: Language Training Division Weekly Report

1. Senior DO/East Asia Division Chinese language officers [REDACTED] recently began one year rotationals as language instructors in the Near East and Asian Languages Branch (NEA). In addition to their linguistic knowledge, the officers will contribute their considerable operational expertise to the Chinese section. They both have previous teaching experience but will further hone their skills by attending the LTD Instructor Development Workshop. [REDACTED]

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2. A [REDACTED] prepared by Slavic & Germanic Department instructor, [REDACTED] is almost ready for printing. Starting 19 August the author will meet 4 hours daily with a CI staff member to edit the manuscript. The finished publication will be available to the Intelligence Community. [REDACTED]

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3. On 12 and 13 August 1987, the LTD Russian faculty participated in a workshop entitled: "Teaching Reading and Listening in Russian." This workshop was presented by [REDACTED] and [REDACTED] of NSA and is part of LTD's ongoing exchange of methodology and expertise with other members of the Interagency Language Roundtable.

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[REDACTED] also mentioned the existence of an NSA intermediate Russian course which may be adaptable to the LTD environment. The course builds on tracks: speaking, reading, listening, grammar, as well as on team teaching, utilizing the special expertise of each participating instructor to the maximum.

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4. ~~A Senior NSA~~ instructor [REDACTED] will conduct oral proficiency tests in Japanese at the Wharton Business School at their invitation in early September. [REDACTED] will also observe classes and meet with Japanese faculty members to exchange ideas on teaching methods. [REDACTED]

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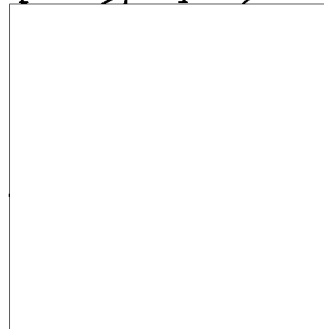
6. C/NEA/ [redacted] recently conferred with Foreign Service Institute (FSI) Thai and Lao language coordinator (Frederick Jackson) about instructional materials; C/NEA [redacted] agreed to assist FSI by field testing new basic Thai course materials in our program. [redacted]

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7. There were 33 reading and 47 oral proficiency tests the past week compared to 43 reading and 51 oral proficiency tests the previous week. [redacted]

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18 August 1987

MEMORANDUM FOR: Director of Training and Education

FROM:


Chief, Training Support Division

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SUBJECT: Weekly Report for Week of 16 August 1987

1. Response to publicity on the Agency Off-Campus Program is strong. Last week an Employee Bulletin, posters and tent cards were distributed. In addition, ~~we are~~ ^{it is} advertising ^{on the} Headquarters TV grid and will send out a Special Bulletin to Training Officers. The Fall Semester begins the week of 7 September, ~~and we are offering 40 courses~~ ^{Twenty-eight will be offered}. Registrations will take place on 27 August in the Headquarters Auditorium. *see program*

2. On 10 August, Chief, Training Support Division (TSD) attended the final meeting of the Corporate Data Element Task Force. In response to the DA, the Task Force provided a list of corporate data elements and recommendations for maintaining the integrity of the corporate data base in the future.

3. On 13 August, representatives of TSD attended a meeting with Senior Training Officers and Area EEO Officers chaired by D/EEO to discuss the Urban Awareness Seminar. EEO is having difficulty filling these seminars and was seeking advice on what to do about the program. Attendees will validate the interest in their areas and get back to D/EEO.

4. On 14 August, Chief, Internal Training Branch and Chief, Central Registrations/TSD were interviewed by Mary Seals of Texas Instruments regarding registrations. This was related to the "proof of concept" called "EXTRA" that Texas Instruments is doing for ISTD/ORD in which assistance is given to potential students online to determine the student's suitability for certain computer courses. Ms. Seals wanted to take this concept one step further into actually "registering" for courses through the process.

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ADMINISTRATIVE - INTERNAL



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18 August 1987

MEMORANDUM FOR: Director of Training and Education

FROM:

Chief, Intelligence Training Division

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SUBJECT: ITD Weekly Report

1. A record 17 students attended the fourth running of the Supervision of Analysis Seminar for DI branch chiefs at Airlie House on 11 - 13 August. First-line supervisors on the job a year or less rated the course highly, giving it a 4.25 on a five-point scale.

2. The four DS&T officers who attended the latest running of the five-week New Analyst Course will likely recommend that future new hires in the S&T Directorate who perform analytic functions take the course. The 12 other students in the recent running, which ended on 14 August, represented a cross section of the DI and were generous in their praise of the training they received.

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18 August 1987

MEMORANDUM FOR: Director of Training and Education

FROM:

Chief, Secretarial, Administrative, and
Communications Training Division

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SUBJECT: Weekly Report

1. To eliminate backlogs, an extra running of Stress Management for
Secretaries was held 13 August. Extra runnings of Proofreading will be held
17 - 20 and 24 - 27 August.

2. A dedicated running of Effective Oral Presentation will be held 19 -
21 August for secretaries in the Office of Communications.


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MEMORANDUM FOR: Director of Training and Education

FROM:


Chief, Information Systems Training Division

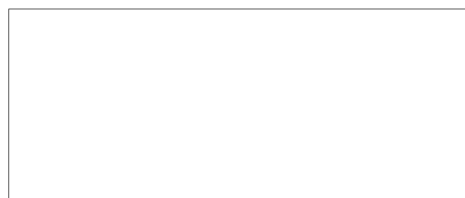
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SUBJECT: ISTD Weekly, 11-18 August 1987

On 17-18 August 1987,  did a special running of the Fundamentals of Word Processing course for three Office of Finance personnel. The course was condensed from a three-day running into two days.

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18 August 1987

MEMORANDUM FOR: Director of Training and Education

FROM:

[redacted]
Chief, Career Training Division, OTE

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SUBJECT: Career Training Division Weekly Report
11 August 1987 through 18 August 1987

25X1 1. On Thursday, 13 August 1987, the nine Career Trainees (CTs) in the July class attended an afternoon get-together with their sponsoring office directors at Headquarters. Such gatherings have been arranged for each class's DI CTs by the DI Advisor, OTE, and the DI Recruitment Coordinator. [redacted]

25X1 2. The DCI has accepted ~~Career Training Division's~~ ^{OTE's} invitation to be the keynote speaker at the Career Trainee graduation ceremony on 2 October. [redacted]

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Administration Division Weekly
10-14 August 1987

Miscellaneous

Scheduled OTE Awards Ceremony for 19 August for approximately 30 employees.

C/AD held meeting with AD Branches to discuss response to HRMCTF Report.

Message placed on Hqs TV monitors re Training Guide being out to all employees and number to call if additional copies needed.

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Budget & Finance

Met with D/OTE re status of 1987 funds and possible surge funding.

Personnel

C/PB attended OP meeting at which Deputy Director/OP discussed the structure of the Personnel Career Service and proposed changes.

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C/PB attended Hqs briefing by China Lake representatives who addressed the relationship between their compensation system and the proposed Task Force plan.

DD/OTE and Liz discussed a new system to be used for processing potential CT candidates and the possibility of establishing a new system for all applicants.

Met with OTE management re July manning table and projections for year-end ceiling.

Sent out agenda for meeting on modifications to OTE Career Evaluation System.

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Logistics

The back-up air conditioning system on the roof requires additional parts. Completion date now week of 17 August.

Handicap Renovation: Renovation on schedule. Completion due week of 17 August. Work continues in both bathrooms and on handicap ramp to garage.

1st Floor: Grill work and painting continues. Carpet scheduled to be installed beginning 17 August. Once carpet is installed on the ground floor, the new security counter will be assembled and put into place. The telephone survey is scheduled 17 August for the installation of new service connected with renovation.

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